

**SECRET**

First Quarter Activity Report - FY 1962  
Space Allocation and Facilities Branch  
Real Estate and Construction Division

Volume:

I. Requests for services processed during July, August, and September

a. Requests on hand as of 31 July 1961	2
b. New requests received:	
1. Written: requisition-memorandum	313
2. Independent action initiated by SA&F	73
3. Oral	1,050
	1,438
c. Written work orders submitted to PBS reimbursable	83
d. Oral/written work orders submitted to PBS non-reimbursable	1,353
e. Requests on hand as of 30 September 1961	2
	1,438

II. Funds Obligated (estimated), Liquidated and/or Disbursed:

	<u>First Quarter</u>	<u>Accum. Total</u>
2268-1160-500 - Rents & Utilities		
a. Electricity, Gas, Rent, Water, Etc.	\$37,288.91	\$37,288.91
2268-1160-500 - Other Contractual Services		
b. Routine Alterations & Installations	32,058.91	32,058.91
c. Miscellaneous Contractual Services (GSA)	11,227.41	11,227.41
d. Operating Expense	1,450.61	1,450.61
* e. Laborers & Trucks; 2430 E Street, N. W.	15,081.10	15,081.10
f. Miscellaneous Contractual Services, Others	2,064.90	2,064.90
Total First Quarter 2268-1160 (500 & 700) Allot.		
Decrease. . . . .	\$99,171.84	\$99,171.84
Other Allotments:		
25X1A g. Other Items	\$ 3,722.07	\$ 3,722.07
h. Laborers & Trucks, [REDACTED]	28,327.81	28,327.81
Total First Quarter Other Allotment Decrease	\$32,049.88	\$32,049.88

III. Miscellaneous Work Load Status:

a. Space moves completed during First Quarter FY 1962	16
b. Personnel moved	83
c. Number of requests submitted to PBS which have not been completed:	
30 days old: 13	90 days old: 4
60 days old: 3	120 days old: 5

\* 1,138 man hours spent assisting Building Supply Office

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